

**UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF COLUMBIA**

In re U.S. OFFICE PRODUCTS CO.	:		
SECURITIES LITIGATION	:	Master File:	99-ms-137 (RMU)
	:	MDL. No:	1271
	:	Document No.:	none

**ORDER**

**ESTABLISHING PROCEDURES FOR ELECTRONIC FILING**

This case is now assigned to the court's Case Management and Electronic Case Files system ("ECF").<sup>1</sup> Accordingly, it is this 25th day of November, 2002,

**ORDERED** that ECF shall be operational for the above captioned case as of December 2, 2002 and as of that date counsel shall file all documents electronically;<sup>2</sup> and it is

**FURTHER ORDERED** that counsel<sup>3</sup> register for ECF no later than December 2, 2002 by transmitting the modified registration form *attached to this order* to Joe Burgess at facsimile number (202) 354-3008 and by calling Mr. Burgess at (202) 354-3172 after transmitting the form; and it is

**ORDERED** that counsel provide chambers, NOT the Clerk's office, with (printed) courtesy copies of electronic submissions that are over four pages in length or that include more than one exhibit;<sup>4</sup> and it is

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<sup>1</sup> Information regarding ECF is available at <http://www.dcd.uscourts.gov/ecf.html>.

<sup>2</sup> The electronic submission of any document in accordance with ECF procedures constitutes filing for all purposes under the Federal Rules of Civil Procedure and the Local Rules of this Court and simultaneously creates an official docket entry.

<sup>3</sup> All attorneys currently of record for this case are eligible to register for ECF.

<sup>4</sup> Regarding the filings due by December 9, 2002, counsel need not provide the court with courtesy copies of the motions, oppositions, and replies already submitted to the court so long as counsel submit to ECF a document that is identical to the document already provided to the court.

**FURTHER ORDERED** that counsel are responsible for monitoring their e-mail accounts and, upon receipt of notice of an electronic filing, for retrieving the order or document electronically. Because ECF serves counsel and the court with documents filed electronically, counsel need not serve each other or the court with electronic submissions and liaison counsel are no longer required to serve other counsel with court orders.

**SO ORDERED.**

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Ricardo M. Urbina  
United States District Judge

**APPENDIX A**

**TO: JOE BURGESS**  
**FAX: 202-354-3008**  
**TEL: 202-354-3172**  
**RE: In Re U.S. Office Products Co. Securities Litigation, MDL**  
**NO. 1271, 99ms137 (RMU)**



UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF COLUMBIA

**ELECTRONIC CASE FILES**  
**Attorney/Participant Registration Form**

**LIVE SYSTEM**

This form shall be used to register for an account on the Court's Electronic Case Files (ECF) System and to subscribe to the ECF Email (Listserver) notification service. Registered attorneys and other participants will have privileges both to electronically submit documents, and to view and retrieve electronic docket sheets and documents for all cases assigned to the Electronic Case Files System. Listserver subscribers receive email messages whenever the Court wishes to electronically notify ECF registrants of pertinent ECF information.

The following information is required for registration:

First/Middle/Last Name

Last four digits of Social Security Number

DC Bar ID# (if available)

Firm Name

Firm Address

Voice Phone Number

FAX Phone Number

Internet E-Mail Address

By submitting this registration form, the undersigned agrees to abide by the following rules:

1. This system is for use only in cases permitted by the ***U.S. District Court for the District of Columbia***. It may be used to file and view electronic documents, docket sheets, and notices. Please contact Joe Burgess at (202) 354-3172 to schedule training or use the on-line training available at <http://www.dcd.uscourts.gov/ecf.html>.
2. Pursuant to Federal Rule of Civil Procedure 11, every pleading, motion, and other paper (except list, schedules, statements or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. An attorney's/participant's password issued by the court combined with the user's identification, serves as and constitutes the attorney/participant's signature. Therefore, an attorney/participant must protect and secure the password issued by the court. If there is any reason to suspect the password has been compromised in any way, it is the duty and responsibility of the attorney/participant to immediately notify the court. This should include the resignation or reassignment of the person with authority to use the password. The court will immediately delete that password from the electronic filing system and issue a new password.
3. An attorney's/participant's registration will not waive conventional service of a summons and complaint, subpoena, or other judicial process; submit the client to the jurisdiction of the Court; or operate as a consent to accept service of pleadings, documents and orders in actions in which such attorney/participant has not entered an appearance. An attorney/participant's registration will constitute a waiver in law only of conventional service of other non-process pleadings, documents and orders in the case. The attorney/participant agrees to accept, on behalf of the client, service or notice of the electronic filing by hand, facsimile, or authorized e-mail.

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Applicant's Signature

Initial of First & Last Name-----Last 4 Digits SSN#

U.S. Office Products MDL  
Dkt. No. **99-ms-137**

Judicial Panel on MDL

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